

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Children's Residential Facility/Home Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal: protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing *Children's Residential Facilities* are available at www.cclid.ca.gov.

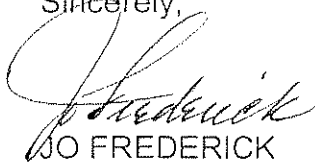
The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

Children's Residential Facility/Home Licensees
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- Evaluator Manual (policies and procedures)
- Children's Residential Updates, Provider Letters and Information Releases
- Fingerprint Information
- Licensing Forms and Publications
- Contact Information for Children's Residential Program Regional and County Offices

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Frederick", written over the printed name.

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures

ADOPTION AGENCIES (AA)**SELF EVALUATION**

Licensees are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licensees routinely review their operations to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements. If your review is done routinely, it could prevent some of the most serious violations from occurring.

Facility Name:	Review Date:
Name of Reviewer:	

Regulation Sections		Provisions	Met	Not Met
1.	80010, 80022, 86022, 80024	AA operates within the terms and limitations of the license including geographical area served		
2.	80019, 80019.2	Maintains criminal record clearances (DOJ, FBI, CAIC) for appropriate personnel and other residing adults		
3.	89140, 89158	Sufficient professional and clerical staff to perform adoption/agency functions		
4.	89143, 89146	Executive Director and supervising workers meet professional and supervisory qualifications		
5.	89143, 89155(b) thru (f)	Adoption caseworkers meet qualifications		
6.	89137 (b)	For private adoption agencies, fees and payment plan approved by Department		
7.	89164(a)(1)(5)	Separate reception/waiting area from other welfare programs		
8.	89164 (a)(2)(5)	Separate waiting rooms for adoptive and natural parents		
9.	89164(a)(3)(5)	Play and viewing room provided when extensive child placing activities are conducted		
10.	89131(b), 89164(a)(6)	Files for adoption case records are locked		
11.	89179(a)(1), 89182(a)	Separate record maintained for each client/natural parent(s), child, adoptive applicants		
12.	89182(a) thru (c)	Case records are complete and confidentiality is maintained		
13.	89179(a)(2)	Current administrative records are indexed, including location of clients under care, and all placement facilities in use		
14.	89179(b)	Adoption case records retained indefinitely or forwarded to Department if agency terminates adoption services		
Comments:				